Income Tax

By law you are required to have three amounts deducted from your paycheque.  These three deductions will contribute to and provide revenue for the Country through Income Tax, and provide you with safety and security in the future through Employment Insurance and the Canada Pension Plan.

**THE TD-1 Form**  
TD1, Personal Tax Credits Return, is a form that must be completed by employees or pensioners and given to their employer or payer. These forms are used by the employer or payer to determine the amount of federal and provincial or territorial **tax to be deducted** from an individual’s employment income or other income, such as pension income.  
<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/hwpyrllwrks/stps/hrng/td1/menu-eng.html>

**What is a TD1?**

[TD1, Personal Tax Credits Return](http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html), is a form that must be completed by employees or pensioners and given to their employer or payer. There are **federal** and **provincial/ territorial** TD1s. These forms are used by the employer or payer to determine the amount of federal and provincial or territorial **tax to be deducted** from an individual's employment income or other income, such as pension income. The employer or payer should keep the completed forms with their records.

**Who should complete this form?**

Individuals who have a new employer or payer have to complete the federal TD1 **and** if more than the basic personal amount is claimed, the provincial or territorial TD1.Individuals **do not** have to complete a new TD1 every year unless there is a change in their entitlements to their federal, provincial or territorial personal tax credit amounts. If a change occurs, they must complete a new form **no later than seven days** after the change. It is a serious offence to knowingly accept a TD1 that contains false or deceptive statements.

If the individual does not complete these forms, the employer is still responsible for deducting taxes, allotting the basic personal amount only. To find out how to calculate the income tax after the TD1 has been completed, see [Calculation methods for income tax.](http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/ncmtx/mthd/menu-eng.html)

**Completing the TD-1 Form**

1. Enter your Last and First Name
2. Enter your date of birth
3. Employee number if known (employer may fill that out)
4. Enter your address
5. Enter your Social Insurance Number (for in class assignments use 000 000 000)
6. Read through the scenarios from 1 – 10. If any of the scenarios apply to you, enter the amount stated in each section
7. In section 14 add all of the numbers up from 1 – 13 and put that number in the box
8. Go to Page 2 and in the section that says total income less than claim amount. If you think that you will make less than the total you have on line 14, then check the box
9. Sign the bottom of the form on page 2.
10. Date the signature.

**Complete the TD-1 Form Scenarios**To complete the following scenarios, go to <http://www.cra-arc.gc.ca/E/pbg/tf/td1sk/> and click on the fillable version. Save each scenario to your student account as “TD1 – (scenario name)”.pdf.

1. Jason Dalcourt is married and has 3 children. His wife has already chosen to take the credit for his children. He works full time. Complete the TD-1 Form for him:

His address is 1313 Sunny Way, Regina, SK. S4H 6T5  
SIN: 000 000 000   
DOB: May 16, 1983

1. Suzanna Marchand is a single parent. She has 2 children and is enrolled in a post-secondary institution, taking three classes. Her total tuition for the year is $2500.00. An Academic year is 8 months. Complete the TD-1 form for her.

Her address is 56754-34 Chinook Bay, Estevan, SK. S4A 3F5

SIN: 000 000 000

DOB: August 17, 1975

1. John Chase is an individual who is disabled, he does do some work from home however he earns less than $7,500.00 per year. Complete the TD-1 form for him.

His address is Apt #345 - 1232 5th St. Saskatoon, SK. S8H 4F5  
SIN: 000 000 000   
DOB: November 17,1990

1. Kaelan Jonson is an individual who works part time at two jobs and cares for his grandfather. In addition to this he attends classes part time, taking two classes. He has filled out the TD-1 Form at his other job. Complete the following TD-1 Form for him.

His address is P.O. Box 90 Balgonie, SK. S0G 0E0

SIN: 000 000 000

DOB: March 15, 1994

1. Janessa Thompson is a grade 12 student. She currently has one part-time job where she makes $200/week and attends her high school classes full time. Complete the TD-1 form for her.

Her address is 1172 Greensway Cres., Southey, SK. S0H 2B9

SIN: 000 000 000   
DOB: February 20, 1999